



**BHS  
PTSO**

Parents - Teachers - Students -  
***working together***

**By-Laws of the Parent Teacher Student Organization  
of Beacon High School, Inc.**

**Article I: Name**

The name of the Organization shall be the Parent Teacher Student Organization (PTSO) of Beacon High School (BHS), Inc.

**Article II: Mission**

Section 1. The mission of the Organization:

- a. To arrange activities and special events to supplement the academic program and enhance the school's sense of community;
- b. To serve as a liaison to encourage and facilitate communication between families and the school's administration and staff;
- c. To be a vehicle for fundraising to help

meet expenditures not covered by the school.

Section 2. The Organization shall be non-commercial, non-sectarian and non-partisan. No commercial enterprise and no political candidate shall be endorsed by the Organization. Neither the name of the Organization nor the name of its officers in their official capacities shall be used in connection with any commercial concern nor with any partisan interest, or for any purpose other than the regular work of the Organization.

In addition, no member of the PTSO shall benefit personally by their membership in the Organization.

Section 3. The Organization shall encourage the involvement of all parents, guardians,

faculty and staff without regard to race, color, national origin, citizenship, gender, religion, economic status, age, disability, political beliefs, sexual orientation or marital status.

### **Article III: Membership**

Section 1. A member is a parent or family member, student or staff member of Beacon High School. Members may vote on issues relating to the PTSO By-laws and elections.

Section 2. Student Representatives: One (1) student from each class (grade) may be appointed by their Class Advisor or school Administrator to act as liaison between their class and the PTSO.

### **Article IV: Executive Board**

The Executive Board shall consist of BHS Administrative staff and elected Officers of the Board.

Section 1. The affairs of the Organization shall be governed by the Executive Board.

Section 2. The terms of the office for elected members of the Executive Board shall be one (1) year, commencing with their installation at the last General Meeting of the PTSO at the end of the school year. Upon completion of one year of service all members are eligible for re-election.

### **Article V: Elected Officers and their Duties**

Section 1. The Elected Officers shall consist of not fewer than three (3), which may include President, Vice-President, Secretary and Treasurer.

Section 2. The Elected Officers shall carry out the Mission of the Organization. They have power to take such action and to make such rules and regulations consistent with the PTSO laws as they may deem necessary and in the best interest of the Organization. In all cases, the PTSO Executive Board shall be consulted for its recommendations and/or approval when required.

#### **Section 3. Duties of Elected Officers**

a. The President shall preside at all meetings of the Organization and of the Executive Board. Shall appoint the committees and committee chairman, and shall perform all other duties pertaining to the office.

b. The Vice-President shall assist the president and carry out his/her duties in his/her absence.

c. The Secretary shall keep a complete record of the proceedings of each meeting, take and read the minutes for approval. Prepare the agenda, maintain a current list of membership, handle correspondence and keep a copy of all records.

d. The Treasurer shall collect all dues and money from any and all projects and make clear record of the same and report to the membership whenever called upon to do so. Assure that funds collected from PTSO events and/or fundraisers are appropriately double-counted and documented. Coordinate the preparation of all required annual Federal and State filings (Note: If the Treasurer is not qualified to prepare the annual filings, the PTSO shall retain the services of a CPA firm to prepare those filings). The Treasurer shall pay all bills and accounts against the Organization when properly approved. The Treasurer is

responsible for financial integrity, monthly report of income and expenses and year-end reporting of income, expenditures and remaining balance.

## **Article VI: Elections, Installation, Vacancies**

Section 1. In order to be eligible for an Elected Officer position a person must be a voting member or in-coming member of the PTSO.

Section 2. Nominations will take place one month prior to the last scheduled meeting of the year. At the last meeting elections will take place.

Section 3. A vacancy occurring in an office shall be filled by Nomination of the Executive Board. Due notice of such an election must be given at least one (1) week prior to election. The nomination shall be voted upon at the next PTSO meeting.

## **Article VII: Meetings, Quorums and Voting**

Section 1. Meetings:

a. A minimum of three (3) general meetings shall be held annually. Attendance of at least two (2) Elected Officers and an acting administrator is mandatory. The meetings are open to all members of the PTSO membership at large. The membership shall be advised of the exact meeting dates as early as possible. The Executive Board may meet on an ad hoc basis as deemed necessary.

Section 2. Quorums:

a. The quorum for a general meeting must be five (5) voting members.

Section 3. Voting:

a. Each member of the PTSO is entitled to one (1) vote.

b. A majority vote of those members eligible to vote shall be required for the passage of any motion made at general meetings.

c. Should fewer than five (5) voting members be present at a meeting requiring the passing of a motion, votes submitted via text or phone shall be counted.

## **Article VIII: Fiscal Policies**

Section 1. Fiscal Year:

The fiscal year of the Organization shall run from July 1<sup>st</sup> to June 30<sup>th</sup>.

Section 2. Policies:

It shall be within the power and discretion of the Executive Board to determine the disbursement of all funds generated through fundraising events to be presented at a meeting and voted on. Any funds received through donations shall be deposited to the general fund of the PTSO.

Section 3. Disbursement of Funds:

All budgeted expenditures may be disbursed by the Treasurer, if in accordance with the current approved budget. Un-budgeted items which exceed \$500.00 may be disbursed only after receiving approval of the Executive Board and Membership vote prior to the expenditure.

Section 4. The Elected Officers shall draw up, approve and propose a budget to the general membership at the first meeting of the new school year. It is recommended that a reserve be included as a budget item to cover expenses incurred during the time between July and September.

Section 5. Upon the dissolution of the organization, any remaining funds should be used to pay outstanding bills and, with the membership's approval, spent for the benefit of the school.

Section 6. An Audit Committee of no fewer than two (2) members (other than the Treasurer) or a professional auditor shall be appointed by the Executive Board prior to the end of the fiscal year. This committee shall examine the Treasurer's accounts and once they are satisfied that the accounts are current, sign a statement of that fact to be presented for adoption by the membership at the next general meeting. In the event the President or Treasurer leaves office early, an Audit will take place at that time.

#### **Article IX: By-Laws Review and Amendments**

Section 1. The Elected Officers shall review these By-laws every four (4) years or earlier, if deemed necessary. These By-laws may be amended at any regular meeting of the PTSO by a majority vote of the members present. Amendments shall be proposed at a meeting prior to the meeting at which it is voted on.

#### **Article X: Committees**

Section 1. Only PTSO members shall be eligible to serve in any elected or appointed position.

Section 2. The Elected Officers may create committees, as they deem appropriate to promote the purpose and carry on the work of the organization.

Section 3. The Chairperson of each committee shall present a plan of action to the Elected Officers for approval. No committee action shall be taken without the consent of the Elected Officers.

#### **Article XI: Grievances**

Section 1. All grievances are to be submitted in writing to the Executive Board.

#### **Article XII: Rules of Order**

Section 1. Robert's Rules of Order, Newly Revised, shall constitute the parliamentary authority of the PTSO on all matters not covered by these By-laws.

Copies of the By-laws shall be maintained on-line on the Beacon City School District web site ([beaconcitkyk12.org](http://beaconcitkyk12.org)), BHS page, PTSO Quick Link.

Revised and approved by Executive Committee, October 12, 2022  
Approved by Membership, Feb. 11, 2016